



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5100.15A
ASN(I&E)
22 February 1995

SECNAV INSTRUCTION 5100.15A

From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY AWARDS FOR ACHIEVEMENT IN SAFETY
ASHORE

Ref: (a) DOD Directive 1000.3, "Safety and Occupational Health
Policy for the Department of Defense," 29 Mar 79
(NOTAL)

Encl: (1) Secretary of the Navy Activity Award for Achievement
in Safety Ashore
(2) Activity Safety Award Guidelines

1. Purpose

(D)

a. To establish the program and procedures for the Secretary
of the Navy Awards for Achievement in Safety Ashore.

(R)

b. To implement reference (a).

(A)

2. Cancellation. SECNAVINST 5100.15 and Report Symbols OPNAV
5100-22 and OPNAV 5100-23.

(R)

3. Background

a. These awards provide recognition to activities for
attaining excellent records in safety. The awards also recognize
safety consciousness and are not to be confused with recognition
for safety improvements (e.g., suggestion, invention, special
achievement) under the provisions of the incentive awards
program.

b. This instruction revises the criteria for selecting the
Secretary of the Navy annual awards to activities as detailed in
enclosure (1).

4. Applicability. All Department of the Navy shore
establishments and activities.

(R)



22 FEB 1995

5. Policy. Secretary of the Navy policy encourages civilian and military personnel to apply safe working practices in all their daily operations. To stimulate interest in accident prevention, the Secretary has developed safety awards which are presented as official recognition of commendable safety records attained by activities. To ensure maximum recognition and participation, activity heads are urged to stress the importance they place on sound safety practices and actively support the awards program through publicity and personal involvement.

R) 6. Types of Awards. Secretary of the Navy Activity Award for Achievement in Safety Ashore - enclosure (1).

R) 7. Action. Addressees shall implement the policy, procedures, actions and guidance required by this instruction. Activity commanding officers shall develop and implement an activity safety awards program applicable to the mission and operations of the activity, e.g., Safe Driving, Supervisor, Materials Handling.

A) 8. Reports. The reporting requirements contained in enclosures (1) and (2) are exempt from reports control by SECNAVINST 5214.2B.



ROBERT B. PIRIE, JR.
ASSISTANT SECRETARY OF THE NAVY
(INSTALLATIONS AND ENVIRONMENT)

Distribution:

SNDL Part 2 (Naval Shore Activities)

A) SECNAV/OPNAV Directives Control Office
Washington Navy Yard Bldg 200
901 M Street SE
Washington, DC 20374-5074 (20 copies)

Stocked:

Naval Aviation Supply Office
ASO Code 103
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (100 copies)

22 FEB 1995

SECRETARY OF THE NAVY ACTIVITY AWARD FOR ACHIEVEMENTIN SAFETY ASHORE

1. Description. Secretary of the Navy activity awards will be presented annually (on a fiscal year basis) to Navy/Marine Corps shore activities and fleet operational/support units located ashore, based on the overall quality of their occupational safety and health programs and records. Activities will compete in the industrial category (e.g., shipyard, shore intermediate maintenance activity, ordnance stations, air rework facility, public works center, logistics base or Marine Corps equivalent); non-industrial category (e.g., submarine bases, naval stations, naval bases, training facility, research and development laboratory, or Marine Corps equivalent); or fleet operational/support units ashore (e.g., assault craft units, beachmaster units, amphibious construction battalions, and special boat units). Competition groups will be determined on the basis of the mission of the respective activity. The award will consist of a letter of commendation from the Secretary of the Navy (SECNAV) and an inscribed plaque. It is anticipated that the awards will be selected by April each year. The winners are authorized to fly the Secretary of the Navy Safety Flag through 30 April of the following year.

(R)

2. Award Categories.

(A)

*a. Industrial - In the continental United States

- (1) Small - activities with military and civilian working population of 1-1,000 personnel
- (2) Medium - activities with military and civilian working population of 1,001 to 3,000 personnel
- (3) Large - activities with military and civilian working population of 3,001 or more personnel

*b. Non-industrial - In the continental United States

- (1) Small - activities with military and civilian working population of 1-800 personnel
- (2) Medium - activities with military and civilian working population of 801-2,000 personnel
- (3) Large - activities with military and civilian working population of 2,001 or more personnel

*Note. In determining working population, include all personnel (military and civilian appropriated and non-appropriated, and foreign nationals) for whom safety services are

Enclosure (1)

22 FEB 1995

provided. Where support is provided to other activities, a current written agreement (inter- or intra-service support agreement (ISSA) or a memorandum of understanding (MOU)) must exist to substantiate the additional population claimed.

c. Industrial - Out of the continental United States - air rework facility, public works, ship repair facility, or Marine Corps equivalent.

d. Non-industrial - Out of the continental United States - Marine Corps or naval stations, naval supply depots, submarine bases, or Marine Corps or naval bases.

e. Fleet Operational/Support Unit Ashore. This award is for those commands located ashore with sea or shore duty unit identification codes that are designated as fleet operating or fleet support units which are not eligible for the surface ship award. These safety programs must be based on the shore safety requirements of OPNAVINST 5100.23C. There shall be one award for this category.

3. Eligibility. All industrial and non-industrial shore activities and fleet operational/support units ashore are eligible if they have received a rating of satisfactory or better as a result of the most recent inspection(s) by the Naval Oversight Inspection Unit of the Naval Inspector General (IG), the Marine Corps Inspector General, or the major command Occupational Safety and Health Officer. The inspection must have occurred within the past 3 fiscal years. Documentation (copy of the inspection cover letter) of this inspection must be included in the nomination package or the activity will not be considered. Enclosure (2) is provided for assistance in the preparation of packages. (A)

4. Nomination Criteria and Evaluation Procedures (R)

a. Activities meeting the eligibility criteria in paragraph 3 may submit a nomination package through their chain of command with sufficient supporting documentation to allow evaluation by the higher command. Echelon 3 commands, as applicable, will evaluate documentation and nominate one activity for each category as applicable and submit the nomination to their Echelon 2. Echelon 2 commands shall evaluate documentation and nominate one activity for each category, as applicable, for the annual awards and submit their nominations to the Commander, Naval Safety Center (COMNAVSAFECEN) (Code 40), 375 A Street, Norfolk, VA 23511-4399 with a letter of recommendation stating the award category for consideration. COMNAVSAFECEN will accept nominations only from Echelon 2 commands. The Echelon 2

Enclosure (1)

nomination letter must state the specific award category for consideration.

b. As the Secretary of the Navy shore safety program encompasses all safety disciplines, nominations will all be evaluated for program elements in the following: occupational safety and health; motor vehicle; fire safety; and off-duty safety program.

c. Additionally, the following loss data shall be considered elementary and must be included in nomination packages to determine the degree of program effectiveness:

- (1) Three year trend in civilian mishap compensation costs.
- (2) Three year trend in civilian mishap rates.
- (3) Three year trend in military on-duty mishap rates.
- (4) Three year trend in the number and cost of reportable government motor vehicle mishaps.
- (5) Three year trend in the number and cost of reportable fire mishaps.

d. Navy and Marine Corps nominations shall be submitted in writing to be received at COMNAVSAFECEN not later than 15 January of the year following the fiscal year under award consideration. Nominations received after 15 January will not be considered. The nominations must be supported with sufficient documentation to substantiate program implementation, i.e., copy of inspection letter to verify eligibility, brief synopsis of applicable programs, list of activity occupational safety and health instructions, number of committee meetings, training activities, inspections, abatement of hazards, awards program, hazard awareness campaigns, unique safety initiatives, etc. All programs applicable to the activity shall be addressed. The nomination package shall be limited in size to one 3-inch binder (11" X 11 1/2" maximum size).

e. A preliminary evaluation will be conducted by COMNAVSAFECEN. The programs determined to be best qualified will be evaluated by the selection committee that will consist of one representative from each of the following:

- (1) Office of the Assistant Secretary of the Navy
(Installations & Environment) (Chairperson)

Enclosure (1)

22 FEB 1995

- (2) Chief of Naval Operations (N45)
- (3) Commandant of the Marine Corps (Code SD)
- (4) Commander, Naval Safety Center (Code 40)

f. Announcement of the winner, and runners-up as appropriate, will be made by the SECNAV not later than 1 April.

5. Award Ceremony. The SECNAV or designated representative will present the award to the head of the winning activity at an appropriate ceremony.

6. Possession of the Awards

a. The inscribed Secretary of the Navy Activity Award for Achievement in Safety Ashore and letter of commendation signed by SECNAV will be permanently retained by each recipient activity.

R) b. COMNAVSAFECEN will maintain awards records.

7. Recognition of Nominees. Major claimants are encouraged to establish "inhouse" safety awards of their own in consonance with the SECNAV Award criteria to recognize their respective nominees with a suitable citation or other award as the winner within each major claimancy.

Enclosure (1)

Activity Safety Award Guidelines

(A)

1. One 3-inch binder (11" x 11 1/2")
2. Include one sample per program
3. Do NOT include copies of instructions
4. Type or neatly print information
5. Label pictures and samples
6. Organize the material
7. Neat package

Include in Package

(A)

1. Copy of higher command or Navy or Marine Corps IG inspection letter to verify eligibility requirement.
2. Copy of higher command or Navy or Marine Corps IG inspection results.
3. Documentation of workplace population to support the award category for consideration.
4. List of activity OSH instructions or table of contents.
5. Brief synopsis of each program applicable to the activity:
 - a. Organization, Staffing and Management Support (include host-tenant support and number of people supported).
 - b. Inspection and Abatement Program
 - c. Mishap Reporting and Recordkeeping
 - d. Mishap Reduction
 - e. Industrial Hygiene - workplace monitoring
annual evaluations
medical surveillance
 - f. Safety Councils and Committees

22 FEB 1995

- g. Safety Training
- h. PPE
- i. Hazardous Materials
- j. Cost Data
- k. Ergonomics
- l. Safety Promotion/Awards
- m. Motor Vehicle Safety
- n. Confined Space Entry
- o. Hearing Conservation
- p. Sight Conservation
- q. Respiratory Protection Program
- r. Electrical (Lockout-Tagout)
- s. Asbestos
- t. Lead
- u. Laser
- v. Radio Frequency Radiation
- w. Employee Reports of Unsafe/Unhealthful
- x. Ionizing radiation
- y. Fire Prevention
- z. Recreation, Athletic, Home
- aa. Review of project plans, specifications
- bb. Other programs applicable to the individual activity
- cc. Fiscal year 3-year On-duty Mishap Trends - Civilians
- dd. Fiscal year 3-year On-duty Mishap Trends - Military
- ee. Fiscal year 3-year GMV Mishap Trends - number and cost

Enclosure (2)

22 FEB 1995

- ff. Fiscal year 3-year Fire Trends - number and cost
- gg. Fiscal year 3-year Compensation Costs Trends - Civilian
- hh. Unique/special initiatives

Explain each program sufficiently to address key elements of each program and to support implementation of the total program. Statements that the program is established in accordance with required instructions is not sufficient.

Enclosure (2)